***** <u>How to Transfer a TA Account From One Site to Another</u> *****

As the Navy TASS Service Point of Contact (SPOC), I do not have the capability to transfer TA accounts. That is a task that needs to be accomplished by the TASMs at the two sites involved in the transfer.

- Gaining TASM = The TASM of the site the TA is being transferred <u>to</u>.

- Losing TASM = The TASM of the site the TA is being transferred <u>from</u>.

<u>Step #1:</u>
The Gaining TASM should have a completed TA Appointment form approving a new TA account be created.

<u>Step #2:</u>
The Gaining TASM and the Losing TASM should converse with each other via a phone call (real-time communication).

<u>Step #3:</u>
The Losing TASM needs to disable the TA account in DEERS Security Online.

<u>Step #4:</u>
The Gaining TASM needs to create a new TA account in DEERS Security Online.

<u>Step #5:</u>
After the TA account is in an active status under the new site, the Gaining TASM needs to contact the TA and have them log into TASS to complete the transfer. After logging into TASS the TA should look in the top right corner of the screen to validate the site number listed there is the new site number. It may take 30 – 60 minutes for TASS to update the transfer.

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